



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity

7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

JOB TITLE / POSITION	Administrative Officer III
DESIGNATION (if applicable)	Administrative Officer
JOB LEVEL	Salary Grade (SG) 15 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 1 year of relevant experience 3. 4 hours of relevant training
UNIT ASSIGNMENT	Localized Peace Engagement Office (LPEO)
REPORTS DIRECTLY TO	Director of LPEO
SUPERVISES	N/A
COORDINATES WITH	All OPAPRU offices/services, government agencies, and other stakeholders
JOB OBJECTIVE	Provide administrative support for the LPEO in managing all office engagements in OPAPRU
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Administrative assistance 2. General services
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Acts as the focal person for financial matters; 2. Performs essential functions such as processing of payment, cash advances and liquidations, including monitoring of the same; 3. Prepares financial reports with appropriate recommendations; 4. Prepares supporting documents such as RFQs, estimated budgetary requirements, itinerary of travel, others; 5. Manages finance related files; 6. Facilitates the request of finance related documents such as ORS/DV, ADA etc; 3. Process payments, advance requests and liquidations related to implementation of projects and activities; 4. Review liquidations of the office and recommends actions for any outstanding issues that may impede project implementation; 5. Ensure timely liquidation and replenishment of the petty cash for the LPEO; 6. Produce financial reports and communicate with the LPEO Director on any financial issues that arise in the implementation of projects and activities; 7. Ensure that budget requirements from other units in relation to LPEO activities comply with the standard budget requirements and tranche payment set by OPAPRU; and 8. Performs other tasks that will be assigned from time to time by the Director.